



DATE: February 21, 2020

TO: Ben Rosenfield, Controller  
Kelly Kirkpatrick, Mayor's Budget Director

FROM: Tom C. Hui, S.E., C.B.O. *Tom C. Hui*  
Director

SUBJECT: Proposed FY 2020-21 (FY 21) and FY 2021-22 (FY 22) Budget

Attached is the department's Proposed FY 21 and FY 22 Budget. Similar to prior years, the budget is based on the department's mission. The proposed budget addresses the following Strategic Plan goals.

- Review plans and issue permits safeguarding life and property in compliance with City and State regulations.
- Perform inspections to enforce codes and standards to protect occupant's rights ensuring safety and quality of life.
- Deliver the highest level of customer service.
- Implement efficient and effective administrative practices.
- Proactively engage and educate media, contractors, stakeholders and customers.

### Funding Priorities

While the overall budget is based on department Strategic Plan goals, the budget includes funding priorities to address Mayor's priorities: Housing, Equity and Accountability.

### Revenues

Proposed FY 21 and FY 22 revenues equal \$74M. The proposed budget is based on prior year actuals and anticipated construction activity. Although the department is proposing to increase revenues, the increases are lower than prior year actuals. Because projected revenues are less than expenditures, the proposed budget includes \$16.6M and \$14.6M in use of fund balance. Proposed revenues are estimates and will be updated after the Nine-Month Report.

### Expenditures

Proposed FY 21 and FY 22 operating expenditures equal approximately \$90.8M and \$88.7M respectively. The \$1.6M increase from the base is primarily attributed to a decrease in attrition savings and services of other departments. Expenditure details are included in the attached budget forms.

The following are highlights of the department's proposed expenditures.

- Salary and Fringes make up the largest percentage of expenditures. Increases are due to lowering of attrition to fund additional staff to address increased demand for housing, code enforcement, technology, emergency preparedness and outreach/communications.

- The department's proposed budget includes over \$23M in Services to other departments (work orders). This budget line item represents the department's second largest expenditure. The \$2.6M decrease from base is due to the decreases in Assessor-Recorder; Department of Technology, ADM Data work orders. The budget also includes increases in work orders for Department of Environment, Mayor's Office of Disability and ADM General.
- Grants to community based organization funding equals \$5M. It includes funding for Single Room Occupancy, Code Enforcement Outreach and Seismic Safety Outreach programs. These programs assist the department in meeting its goal of providing equitable services throughout the city with a focus on low-income, non-English speaking and other underserved communities.
- The proposed equipment budget includes \$495K to fund 15 replacement vehicles. An additional \$360K is budgeted to cover IT equipment.

If you have any questions, please contact Taras Madison, Deputy Director, at (415) 558-6239 or [taras.madison@sfgov.org](mailto:taras.madison@sfgov.org).

Attachments      Checklist  
                         Budget Forms

# Department Budget Submission Checklist

to be completed by: All departments.

**Instructions:** Submit this completed cover sheet with your budget submission and ensure all applicable forms below are included with your submission.

Department Name: Department of Building Inspection

- ☒ Summary of Major Changes: Completed "Form 1A: Summary of Major Changes" explaining major changes submitted in department's budget proposal.
  - ☐ Proposed Efficiency/Reduction Savings Loaded in BPMS via Target Reports: Printed report from GFS Target, reports #15.40.001 & 15.40.002 *N/A*
  - ☐ Department Budget Summary: Submission includes copy of report # 15.50.012.
- ☒ Revenue Report: Completed "Form 2A: Revenue Report."
- ☐ Fees & Fines: Completed "Form 2B: Fees & Fines."
- ☐ Cost Recovery: Completed "Form 2C: Cost Recovery."
- ☐ Expenditure Changes: Completed "Form 3A: Expenditure Changes."
- ☐ Position Changes: Completed "Form 3B: Position Changes."
- ☒ Equipment & Fleet Requests: Completed "Form 4A: All Equipment Funded in prior budget"; "Form 4B: New General Fund Equipment"; "Form 4C: Fleet".
- ☐ Minimum Compensation Ordinance: The effects of the MCO in contracting have been considered as part of the budget submission.
- ☐ Proposition J Description, Summary, City Cost, Contract Cost: Required for all existing or new Prop Js. *N/A*
- ☒ Interdepartmental Services Balancing: Included Excel download of 15.20.012 3.b.2 IDS balancing report from Enterprise Planning.
- ☒ Organizational Charts: Submission contains updated position-level organizational charts for your department, with indication if the position is filled (F) or vacant (V). Organizational charts also reflect any proposed position changes.
- ☐ New Legislation: *N/A*
  - ☐ Included draft legislation that department would like to submit with the budget; or,
  - ☐ Draft legislation in progress at this time. A description of the proposed changes is included in the "Summary of Major Changes" table. A draft will be provided to the Mayor's Office by 03/01/20.
- ☐ Other Requests: Submitted requests for the following items (through separate forms), if applicable: *N/A*
  - ☐ COIT
  - ☐ Capital

**For Chief Financial Officer/Budget Manager:**

I have reviewed the attached budget submission and affirm that all applicable forms checked off above are either included in this submission or have been submitted through the proper online forums.

Full Name: Taras Madison

Signature: *Taras W. Madison*



## BUDGET FORM 1A: Summary of Major Changes

Department of Building Inspection	
Major Changes	Department Response
<b>1. SUMMARY.</b> What major changes is the department proposing? Clearly describe each change, including the fiscal impact of the proposal, and how the department proposes to fund each significant change (i.e. reprioritization of existing funds, grants, or other new revenues). Include detail related to position changes in Position section below.	The department is proposing to lower attrition across department divisions to allow the department to fund additional positions needed for Housing Production, Code Enforcement, Legislation/Communications. There is also a reduction in services in other departments to reflect reduction based on actual usage. The department continues vehicle replacement to meet field inspection needs.
<b>2. EXPENDITURES.</b> What expenditure changes did the department submit from the base budget? Please differentiate between General Fund and non-General Fund.  (This should match an Audit Trail, as shown in form 3A Expenditure Changes).	Salaries /Fringes increase of \$2M includes lowering of attrition to allow the department to fund additional positions \$2.7M reduction in Services to Other Departments due primarily to reduction in ASR and ADM work orders based on prior year spending. A reduction in DT project work order project on hold. The proposed budget also includes temporary increases in Mayor's Office of Disability to fund two-6333 Sr. Building Inspectors to assist with Plan Review of Housing Projects. Increase in Department of Environment to assist DBI with implementing Green Halo legislation. Increases in DT Enterprise License Agreements. \$855K increase in Equipment to fund 15 replacement vehicles and IT equipment.
<b>3. REVENUE.</b> What revenue changes did the department submit from the base budget? Please differentiate between General Fund and non-General Fund.  (This should match an Audit Trail, as shown in form 2A Revenue Report).	DBI is a special revenue department. The following are the major changes in revenues: Increase of \$1.5M in Interest based on prior year actuals. \$1.5M increase in Plan Check based on prior year actuals and anticipated construction activity. \$800K increase in Building Permit based on prior year actuals and anticipated construction activity. Although, these revenues higher than the base budget, they are lower than prior year actuals. Details of smaller increases and decreases in revenues are included in Budget Form 2A.
<b>4. TARGET.</b> How did the department meet its target? What are the programmatic, operational, or staffing impacts of this proposed reduction?	Not Applicable
<b>5. POSITIONS.</b> Did the department include changes to positions or special classes? What is the overall General Fund impact? Highlight any changes related to major changes/initiatives as noted in the Summary section.  (Reminder: No increases to General Fund supported FTE should be loaded in the system. Include reference numbers for all position changes).	Current TXd positions are being substituted in the budget proposal. These include: 1.0-1823 Sr. Adm Analyst to 1822 Adm Analyst; 1.0-1820 Jr. Adm Analyst to 1840 Management Analyst and 1.0-1052 IS Business Analyst to 1063 IS Programmer Analyst.
<b>6. INTERDEPARTMENTAL SERVICES (IDS).</b> Is the department proposing any discretionary changes to IDS work orders (excluding those that are centrally loaded by the Mayor's Office)? If so, describe the changes, including the change amount, the corresponding requesting/performing department, and whether those departments are in agreement with the change.  (Reminder: A new IDS balancing report (15.20.012 3.b.2) is available in CFO Dashboards > Enterprise Planning in BI).	The department is proposing the following Major IDS Changes: ASR-\$800K reduction based on prior year spending. \$1.2M reduction DT Project while project is on hold and \$1.3M reduction in Data Policy based on 65% of costs justification for current year.
<b>7. LEGISLATION.</b> Is the department seeking to submit any legislation with the budget? Does the department's budget assume any revenues/expenditures that require a legislative change?  If so, please submit drafts of legislation along with the budget submission. Or provide a summary of desired legislation and an expected date of submission, if still in progress.	Not Applicable
<b>8. PROP J:</b> Identify existing Prop J Analyses that will continue, and if the department's budget proposes any NEW contracting out of <u>work previously done by City workers.</u>	Not Applicable
<b>9. TRANSFER OF FUNCTION:</b> Is the department requesting any Transfer of Functions of positions between departments? If so, please explain.	Not Applicable
<b>10. INTERIM EXCEPTIONS:</b> Is the department requesting any interim exceptions (new positions that are 1.0 FTE rather than 0.77)? If so, for what reason are the request being made?	Not Applicable
<b>11. FELLOWSHIP PROGRAMS:</b> Did the department apply to any citywide fellowship programs, including San Francisco Fellows, the Fish Fellowship, or the 1249 HR Analyst Trainee Program?  Reminder for AIR, PRT, PUC and SFMTA, please also address FY 21/22, including the 1249 HR Analyst Trainee program.	Not Applicable



**Select a Report**

15.50.012 Department Total Budget Historical Comparison 2021

**Budget Year Snapshot Department**

Current DBI

CY 2020 Phase CY 2019-2020 Phase BY 2020-2021 Phase BY+1 2021-2022 BY+1 2022

**DBI Building Inspection**

Authorized Positions	2019-2020 Original Budget	2020-2021 Proposed Budget	Change From 2019-2020	2021-2022 Proposed Budget	Change From 2020-2021
Total Authorized	290.08	302.32	12.24	302.15	(0.17)
Non-Operating Positions (cap/other)	(21.00)	(21.00)		(21.00)	
<b>Net Operating Positions</b>	<b>269.08</b>	<b>281.32</b>	<b>12.24</b>	<b>281.15</b>	<b>(0.17)</b>

**Sources**

Licenses, Permits, & Franchises	6,519,756	6,519,756		6,519,756	
Interest & Investment Income	985,000	2,500,000	1,515,000	2,500,000	
Charges for Services	61,761,649	64,446,648	2,684,999	64,446,648	
Expenditure Recovery	174,905	101,449	(73,456)	101,449	
IntraFund Transfers In	933,444	533,209	(400,235)	533,209	
Unappropriated Fund Balance	27,060,233	16,637,168	(10,423,065)	14,610,149	(2,027,019)
Transfer Adjustment-Source	(933,444)	(533,209)	400,235	(533,209)	
General Fund Support					
<b>Sources Total</b>	<b>96,501,543</b>	<b>90,205,021</b>	<b>(6,296,522)</b>	<b>88,178,002</b>	<b>(2,027,019)</b>

**Uses - Operating Expenditures**

Salaries	32,738,738	35,463,423	2,724,685	36,657,671	1,194,248
Mandatory Fringe Benefits	15,292,122	17,465,911	2,173,789	17,711,113	245,202
Non-Personnel Services	5,034,887	5,795,387	760,500	5,795,387	
City Grant Program	5,230,314	5,230,314		5,230,314	
Capital Outlay	210,000	855,000	645,000		(855,000)
Intrafund Transfers Out	933,444	533,209	(400,235)	533,209	
Materials & Supplies	500,700	670,863	170,163	670,863	
Overhead and Allocations	1,262,102	1,262,102		1,262,102	
Services Of Other Depts	36,232,680	23,527,194	(12,705,486)	20,871,230	(2,655,964)
Transfer Adjustment - Uses	(933,444)	(533,209)	400,235	(533,209)	
<b>Uses Total</b>	<b>96,501,543</b>	<b>90,270,194</b>	<b>(6,231,349)</b>	<b>88,198,680</b>	<b>(2,071,514)</b>

**Uses - Division Description**

DBI Administration	27,424,578	23,078,328	(4,346,250)	20,603,439	(2,474,889)
DBI Inspection Services	50,549,158	46,718,930	(3,830,228)	46,912,401	193,471
DBI Permit Services	18,527,807	20,472,936	1,945,129	20,682,840	209,904
<b>Uses by Division Total</b>	<b>96,501,543</b>	<b>90,270,194</b>	<b>(6,231,349)</b>	<b>88,198,680</b>	<b>(2,071,514)</b>

[Export](#)

BUDGET FORM 2A: Revenue Report

Please identify proposed revenue changes from the FY 2020-21 and FY 2021-22 Base Budget at the account level.

Select the following criteria before starting the report:

Report Generated By: [Name]

Report Period: [Start Date] to [End Date]

Report Type: [Type]

Report Columns: [Columns]

Report Rows: [Rows]

Report Summary: [Summary]

Report Footer: [Footer]

Report Title: [Title]

Report Date: [Date]

Report Version: [Version]

Report Author: [Author]

Report Reviewer: [Reviewer]

Report Status: [Status]

Report Comments: [Comments]

Report Notes: [Notes]

Report Attachments: [Attachments]

Report History: [History]

Report Audit: [Audit]

Report Security: [Security]

Report Access: [Access]

Report Permissions: [Permissions]

Report Roles: [Roles]

Report Groups: [Groups]

Report Users: [Users]

Report Sessions: [Sessions]

Report Logs: [Logs]

Report Alerts: [Alerts]

Report Notifications: [Notifications]

Report Reports: [Reports]

Report Dashboards: [Dashboards]

Report Widgets: [Widgets]

Report Charts: [Charts]

Report Tables: [Tables]

Report Forms: [Forms]

Report Tools: [Tools]

Report Plugins: [Plugins]

Report Extensions: [Extensions]

Report Themes: [Themes]

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Report Videos: [Videos]

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Budget Form 2B: Schedule of Licenses, Permits, Fines & Service Charges  
DEPARTMENT: Department of Building Inspection

Additional Factor for FY 2020-21 Fee Auto Increase as per Code Section **	
Inflation Factor for FY 2021-22 Fee Auto Increase as per Code Section **	

CPI will be updated in January 2020. Call Controller's Budget Office to confirm CPI before submitting.

TABLE 1 - MODIFIED AND NEW FEES

Item	Fee Status	Description	Code Authorization	Auto CPI Adjust Year/No	Account Code	Account Title	Fund Code	Fund Title	Authority Code	Authority Title	Department Code	Department Title	Project Code	Project Title	Activity Code	Activity Title	Unit Basis (e.g. per sq ft)	FY 2019-20 Fee	FY 2019-20 Units (Est.)	FY 2020-21 Revenue Proposed (Est.)	FY 2020-21 Fee**	FY 2020-21 Units (Est.)	FY 2020-21 Revenue Proposed (Est.)	FY 2021-22 Fee**	FY 2021-22 Units (Est.)	FY 2021-22 Revenue Proposed (Est.)	Fiscal Year of Last Fee Increase	Fee Prior to Last Fee Increase
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TABLE 2 - CONTINUING FEES

Item	Fee Status	Description	Code Authorization	Auto CPI Adjust Yes/No	Account Code	Account Title	Fund Code	Fund Title	Authority Code	Authority Title	Department Code	Department Title	Project Code	Project Title	Activity Code	Activity Title	Unit Basis (e.g. per sq ft)	FY 2019-20 Fee	FY 2019-20 Units (Est.)	FY 2019-20 Revenue Proposed (Est.)	FY 2020-21 Fee **	FY 2020-21 Units (Est.)	FY 2020-21 Revenue Proposed (Est.)	FY 2021-22 Fee **	FY 2021-22 Units (Est.)	FY 2021-22 Revenue Proposed (Est.)	Fiscal Year of Last Increase	Fee Prior to Last Increase
11		new attachments																\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
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20																		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -

Fee Status: C Continuing  
M Modified  
D Discontinued

Note:  
\*\* If Auto CPI adjustment = Yes, FY 2020-21 and FY 2021-22 Fee will be automatically generated based on the Inflation factor determined by the Controller.  
If Auto CPI adjustment = No, FY 2020-21 and FY 2021-22 Fee will remain the same as previous year or entered by dept according to Code Authorization.



## FEE SCHEDULE ALTERATION BUILDING PERMIT

CITY AND COUNTY OF SAN FRANCISCO  
1660 MISSION STREET, SAN FRANCISCO, CA 94103  
PHONE: (415) 558-6088 FAX: (415) 558-6401 [www.sfdbi.org](http://www.sfdbi.org)  
October 2015

**TABLE  
1A-A  
(2 of 3)**

The following building permit fees apply to all building permit issued on and after **October 19, 2015**.  
The Building Permit Fee is the Plan Review Fee plus the Permit Issuance Fee.

TOTAL VALUATION	PLAN REVIEW FEE	PERMIT ISSUANCE FEE
\$1.00 to \$2,000.00	\$144.85 for the first \$500.00 plus \$2.93 for each additional \$100.00 or fraction thereof, to and including \$2,000.00	\$62.08 for the first \$500.00 plus \$1.26 for each additional \$100.00 or fraction thereof, to and including \$2,000.00
\$2,001.00 to \$50,000.00	\$188.80 for the first \$2,000.00 plus \$17.77 for each additional \$1,000.00 or fraction thereof, to and including \$50,000.00	\$80.98 for the first \$2,000.00 plus \$7.62 for each additional \$1,000.00 or fraction thereof, to and including \$50,000.00
\$50,001.00 to \$200,000.00	\$1,041.76 for the first \$50,000.00 plus \$10.63 for each additional \$1000.00 or fraction thereof, to and including \$200,000.00	\$446.74 for the first \$50,000.00 plus \$4.56 for each additional \$1000.00 or fraction thereof, to and including \$200,000.00
\$200,001.00 to \$500,000.00	\$2,636.26 for the first \$200,000.00 plus \$8.68 for each additional \$1000.00 or fraction thereof, to and including \$500,000.00	\$1,130.74 for the first \$200,000.00 plus \$3.72 for each additional \$1000.00 or fraction thereof, to and including \$500,000.00
\$500,001.00 to \$1,000,000.00	\$5,240.26 for the first \$500,000.00 plus \$5.97 for each additional \$1,000.00 or fraction thereof, to and including \$1,000,000.00	\$2,246.74 for the first \$500,000.00 plus \$2.56 for each additional \$1,000.00 or fraction thereof, to and including \$1,000,000.00
\$1,000,001.00 to \$5,000,000.00	\$8,225.26 for the first \$1,000,000.00 plus \$5.42 for each additional \$1,000.00 or fraction thereof, to and including \$5,000,000.00	\$3,526.74 for the first \$1,000,000.00 plus \$2.33 for each additional \$1,000.00 or fraction thereof, to and including \$5,000,000.00
\$5,000,001.00 to \$50M	\$29,905.00 for the first \$5,000,000.00 plus \$1.67 for each additional \$1,000.00 or fraction thereof	\$12,847.00 for the first \$5,000,000.00 plus \$0.94 for each additional \$1,000.00 or fraction thereof



TOTAL VALUATION	PLAN REVIEW FEE	PERMIT ISSUANCE FEE
\$50M to \$100M	\$105,055.00 for the first \$50,000,000.00 plus \$2.05 for each additional \$1,000.00 or fraction thereof	\$55,147.00 for the first \$50,000,000.00 plus \$1.47 for each additional \$1,000.00 or fraction thereof
\$100M to \$200M	\$207,555.00 for the first \$100,000,000.00 plus \$0.75 for each additional \$1,000.00 or fraction thereof	\$128,647.00 for the first \$100,000,000.00 plus \$0.84 for each additional \$1,000.00 or fraction thereof
\$200M and up	\$282,555.00 for the first \$200,000,000.00 plus \$1.59 for each additional \$1,000.00 or fraction thereof	\$212,647.00 for the first \$200,000,000.00 plus \$1.93 for each additional \$1,000.00 or fraction thereof

**The Alteration Building Permit Fee Schedule applies to alterations, repairs, additions or other work on an existing building or structure, or to the modification of the scope of an approved permit as required by San Francisco Building Code Section 106A.4.7.**

**NOTES:**

1. These permit fees do not include other fees that may be required by other Departments: Public Works, Planning, Fire, Public Health, etc., nor do they include plumbing, electrical or mechanical permit fees unless so stated in the other fee tables.
2. A surcharge of \$5.00 shall be added to those alteration permits sought for buildings classified as R3 (one/two-family dwelling) and E3 (licensed day care) that were constructed prior to 1979 to implement the interior lead safe work practices provisions of Section 3407 et seq. of this code.
3. All permit fees related to reviewing the structural integrity of awning replacements for permits submitted "over the counter" at the Central Permit Bureau are hereby waived for any permit issued to a Small Business Enterprise for such activities during the month of May. For purposes of this Section, a Small Business Enterprise shall be a business that has 100 or fewer employees. The Planning Department and the Department of Building Inspection shall establish process by which those two departments will certify that an applicant is a Small Business Enterprise for the purpose of this Section and Section 355 of the Planning Code.

This worksheet is for informational purposes only. Additional fees may apply to your building permit. This information is available in alternative formats for persons with disabilities. To request this fee schedule in alternative format, contact (415) 558-6088 or [DBICustomerService@sfgov.org](mailto:DBICustomerService@sfgov.org)



**FEE SCHEDULE  
STANDARD HOURLY RATES**

CITY AND COUNTY OF SAN FRANCISCO  
1660 MISSION STREET, SAN FRANCISCO, CA 94103  
PHONE: (415) 558-6088 FAX: (415) 558-6401 [www.sfdbi.org](http://www.sfdbi.org)  
October 2015

**TABLE  
1A-D**

**Effective October 19, 2015**

Plan Review	\$173.91 per hour
Inspection	\$158.10 per hour
OSHPD Inspection	\$167.40 per hour
Administration	\$96.72 per hour
Minimum Charge for 30 Minutes or Less	\$48.36

This worksheet is for informational purposes only. Additional fees may apply to your building permit.  
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alternative format, contact (415) 558-6088 or [DBICustomerService@sfgov.org](mailto:DBICustomerService@sfgov.org)





## FEE SCHEDULE OTHER BUILDING PERMIT AND PLAN REVIEW FEES

CITY AND COUNTY OF SAN FRANCISCO  
1660 MISSION STREET, SAN FRANCISCO, CA 94103  
PHONE: (415) 558-6088 FAX: (415) 558-6401 [www.sfdbi.org](http://www.sfdbi.org)  
October 2015

**TABLE  
1A-B**

The following building permit fees apply to all building permits issued on and after **October 19, 2015**

Plan Review Fees Not Covered in Table 1A-A	Plan Review Hourly Rate – Minimum One Hour
Back Check Fee <sup>2</sup> :	Plan Review Hourly Rate – Minimum One Hour
Commencement of work not started:	See SFBC Section 106A.4.4.1 Note: Compliance with additional codes is required.
a. Building, plumbing, mechanical, or electric permit fee	75% of current fee
b. Plan Review Fee	100% of current fee
Permit Facilitator Fee:	Plan Review Hourly Rate – Minimum Three Hours See SFBC Section 106A.3.6
Pre-application Plan Review Fee:	Plan Review Hourly Rate – Minimum Two Hours Per Employee
Reduced Plan Review Fee:	50% of the Plan Review Fee
Sign Plan Review Fee:	See Table 1A-A Building Permit Fees
Site Permit Fee:	25% of Plan Review Fee based on Table 1A-A. Minimum Fee \$500.00
Premium Plan Review Fee – submitted application:	50% of Plan Review Fee plus \$1,000.00
Premium Plan Review Fee – Over the counter building plan review by appointment:	50% of Plan Review Fee plus \$400.00
Other Services <sup>1</sup> :	Standard Hourly Rates per Table 1A-D

<sup>1</sup> See Table 1A-D-Standard Hourly Rates.

<sup>2</sup> "Back check" is defines as: (1) that time spent reviewing applicant-initiated revisions to plans that do not affect the valuation, scope or size of the project; or (2) any additional plan review performed on required corrections to plans beyond the standard review process, as determined by the Building Official. Plan review required for applicant-initiated revisions effecting valuation, scope, or size or project may be assessed a new plan review fee in addition to the initial plan review fee as determined by the Building Official.

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## FEE SCHEDULE NO PLANS PERMIT

CITY AND COUNTY OF SAN FRANCISCO  
1660 MISSION STREET, SAN FRANCISCO, CA 94103  
PHONE: (415) 558-6088 FAX: (415) 558-6401 [www.sfdbi.org](http://www.sfdbi.org)  
October 2015

TABLE  
1A-A  
(3 of 3)

The following building permit fees apply to all building permits issued on and after **October 19, 2015**.

TOTAL VALUATION	PERMIT ISSUANCE FEE
\$1.00 to \$2,000.00	\$167.40 for the first \$500.00 or less plus \$3.72 for each additional \$100.00 or fraction thereof, to and including \$2,000.00
\$2,001.00 to \$50,000.00	\$223.20 for the first \$2,000.00 plus \$5.42 for each additional \$1,000.00 or fraction thereof, to and including \$50,000.00
\$50,001.00 to \$200,000.00	\$483.36 for the first \$50,000.00 plus \$2.66 for each additional \$1000.00 or fraction thereof, to and including \$200,000.00
\$200,001.00 and up	Plans Required for Submittal

### NOTES:

1. These permit fees do not include other fees that may be required by other Departments: Public Works, Planning, Fire, Public Health, etc., nor do they include plumbing, electrical or mechanical permit fees unless so stated in the other fee tables.
2. A surcharge of \$5.00 shall be added to those alteration permits sought for buildings classified as R3 (one/two-family dwelling) and E3 (licensed day care) that were constructed prior to 1979 to implement the interior lead safe work practices provisions of Section 3407 et seq. of this code.
3. All permit fees related to reviewing the structural integrity of awning replacements for permits submitted "over the counter" at the Central Permit Bureau are hereby waived for any permit issued to a Small Business Enterprise for such activities during the month of May. For purposes of this Section, a Small Business Enterprise shall be a business that has 100 or fewer employees. The Planning Department and the Department of Building Inspection shall establish process by which those two departments will certify that an applicant is a Small Business Enterprise for the purpose of this Section and Section 355 of the Planning Code.

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## FEE SCHEDULE NEW CONSTRUCTION BUILDING PERMIT

CITY AND COUNTY OF SAN FRANCISCO  
1660 MISSION STREET, SAN FRANCISCO, CA 94103  
PHONE: (415) 558-6088 FAX: (415) 558-6401 [www.sfdbi.org](http://www.sfdbi.org)  
October 2015

**TABLE  
1A-A  
(1 of 3)**

The following building permit fees apply to all building permits issued on and after **October 19, 2015**.  
The Building Permit Fee is the Plan Review Fee plus the Permit Issuance Fee.

TOTAL VALUATION	PLAN REVIEW FEE	PERMIT ISSUANCE FEE
\$1.00 to \$2,000.00	\$131.29 for the first \$500.00 plus \$5.42 for each additional \$100.00 or fraction thereof, to and including \$2,000.00	\$56.27 for the first \$500.00 plus \$2.33 for each additional \$100.00 or fraction thereof, to and including \$2,000.00
\$2,001.00 to \$50,000.00	\$212.59 for the first \$2,000.00 plus \$13.02 for each additional \$1,000.00 or fraction thereof, to and including \$50,000.00	\$91.22 for the first \$2,000.00 plus \$5.58 for each additional \$1,000.00 or fraction thereof, to and including \$50,000.00
\$50,001.00 to \$200,000.00	\$837.55 for the first \$50,000.00 plus \$8.68 for each additional \$1000.00 or fraction thereof, to and including \$200,000.00	\$359.06 for the first \$50,000.00 plus \$3.72 for each additional \$1000.00 or fraction thereof, to and including \$200,000.00
\$200,001.00 to \$500,000.00	\$2,139.55 for the first \$200,000.00 plus \$6.07 for each additional \$1000.00 or fraction thereof, to and including \$500,000.00	\$917.06 for the first \$200,000.00 plus \$2.60 for each additional \$1000.00 or fraction thereof, to and including \$500,000.00
\$500,001.00 to \$1,000,000.00	\$3,960.55 for the first \$500,000.00 plus \$5.42 for each additional \$1,000.00 or fraction thereof, to and including \$1,000,000.00	\$1,697.06 for the first \$500,000.00 plus \$2.33 for each additional \$1,000.00 or fraction thereof, to and including \$1,000,000.00
\$1,000,001.00 to \$5,000,000.00	\$6,670.55 for the first \$1,000,000.00 plus \$4.77 for each additional \$1,000.00 or fraction thereof, to and including \$1,000,000.00	\$2,862.06 for the first \$1,000,000.00 plus \$2.05 for each additional \$1,000.00 or fraction thereof, to and including \$1,000,000.00
\$5,000,001.00 to \$50M	\$25,751.00 for the first \$5,000,000.00 plus \$1.86 for each additional \$1,000.00 or fraction thereof	\$11,062.00 for the first \$5,000,000.00 plus \$1.04 for each additional \$1,000.00 or fraction thereof

TOTAL VALUATION	PLAN REVIEW FEE	PERMIT ISSUANCE FEE
\$50M to \$100M	\$109,451.00 for the first \$50,000,000.00 plus \$1.88 for each additional \$1,000.00 or fraction thereof	\$57,862.00 for the first \$50,000,000.00 plus \$1.34 for each additional \$1,000.00 or fraction thereof
\$100M to \$200M	\$203,451.00 for the first \$100,000,000.00 plus \$0.84 for each additional \$1,000.00 or fraction thereof	\$124,862.00 for the first \$100,000,000.00 plus \$0.92 for each additional \$1,000.00 or fraction thereof
\$200M and up	\$287,451.00 for the first \$200,000,000.00 plus \$1.54 for each additional \$1,000.00 or fraction thereof	\$216,862.00 for the first \$200,000,000.00 plus \$1.89 for each additional \$1,000.00 or fraction thereof

**NOTES:**

1. These permit fees do not include other fees that may be required by other Departments: Public Works, Planning, Fire, Public Health, etc., nor do they include plumbing, electrical or mechanical permit fees unless so stated in the other fee tables.
2. A surcharge of \$5.00 shall be added to those alteration permits sought for buildings classified as R3 (one/two-family dwelling) and E3 (licensed day care) that were constructed prior to 1979 to implement the interior lead safe work practices provisions of Section 3407 et seq. of this code.
3. All permit fees related to reviewing the structural integrity of awning replacements for permits submitted "over the counter" at the Central Permit Bureau are hereby waived for any permit issued to a Small Business Enterprise for such activities during the month of May. For purposes of this Section, a Small Business Enterprise shall be a business that has 100 or fewer employees. The Planning Department and the Department of Building Inspection shall establish process by which those two departments will certify that an applicant is a Small Business Enterprise for the purpose of this Section and Section 355 of the Planning Code.

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# FEE SCHEDULE PLUMBING/MECHANICAL ISSUANCE AND INSPECTION FEES

CITY AND COUNTY OF SAN FRANCISCO  
1660 MISSION STREET, SAN FRANCISCO, CA 94103  
PHONE: (415) 558-6088 FAX: (415) 558-6401 [www.sfdbi.org](http://www.sfdbi.org)  
October 2015

**TABLE  
1A-C**

The following permit fees apply to all permits issued on and after **October 19, 2015**

**Permit applicants shall show a complete itemization of the proposed scope of work and select the appropriate fee category.**

**A separate permit is required for each structure, condominium unit, existing apartment unit, high-rise office floor, suite, or tenant space.**

**Standard hourly inspection rates will apply for installations not covered by the fee categories below.**

**Fees shall be paid in full prior to approval for occupancy, job card signature, gas tags, or final signoff, as applicable.**

**See Table 1A-R for refund policy.**

**A permit may include more than one category, and each category will be charged separately.**

Permit Issuance Fees by Category		
<b>CATEGORY 1P</b>	Single Residential Unit – water service, sewer replacement, single plumbing fixture installation, shower pan installation, or a single kitchen or bathroom remodel	\$148.80
<b>CATEGORY 1M</b>	Single Residential Unit – mechanical gas appliance (furnace, hydronic heat, heat pump)	\$139.50
<b>CATEGORY 2PA</b>	Plumbing installation for residential construction with 6 or less dwelling units or guest rooms; without underground plumbing installation (includes water, gas, waste, and vent)	\$255.75
<b>CATEGORY 2PB</b>	Plumbing installation for residential construction with 6 dwelling units or guest rooms or less; with underground plumbing installation (includes water, gas, waste, and vent)	\$372.00
<b>CATEGORY 2M</b>	Mechanical gas appliances for residential construction with 6 dwelling units or guest rooms or less	\$223.20
<b>CATEGORY 3PA</b>	7 – 12 Dwelling Units	\$534.75
<b>CATEGORY 3PB</b>	13 – 36 Dwelling Units	\$1,069.50
<b>CATEGORY 3PC</b>	Over 36 Dwelling Units	\$4,464.00
<b>CATEGORY 3MA</b>	7 – 12 Dwelling Units	\$534.75
<b>CATEGORY 3MB</b>	13 – 36 Dwelling Units	\$1,069.50
<b>CATEGORY 3MC</b>	Over 36 Dwelling Units	\$4,464.00
<b>CATEGORY 4PA</b>	Fire sprinklers – one and two family dwelling units	\$139.50
<b>CATEGORY 4PB</b>	Fire sprinklers – three or more dwelling units or guest rooms, commercial and office –per floor	\$232.50
<b>CATEGORY 5P/5M</b>	Office, mercantile & retail buildings: New or Tenant Improvements; heating/cooling equipment to piping connected thereto – per tenant or per floor, whichever is less.	\$302.25



<b>CATEGORY 6PA</b>	Restaurants (New and Remodel) fee includes 5 or less drainage and or gas outlets – no fees required for public or private restroom	\$289.23
<b>CATEGORY 6PB</b>	Restaurants (New and Remodel) fee includes 6 or more drainage and/or gas outlets – no fees required for public or private restroom	\$818.40
<b>CATEGORY 8</b>	New Boiler installations over 200k Btu	\$255.75
<b>CATEGORY 9P/M</b>	Surveys	\$279.00
<b>CATEGORY 10P/M</b>	Condominium Conversions	\$339.45
<b>BOILER MAINTENANCE PROGRAM</b>	(Permit to Operate – PTO) See Table 1A-M – Boiler Fees for additional boiler related fees.	\$48.36 each
<b>Standard Inspection Fees</b>		
Re-inspection or additional inspection per SFBC Section 108A.8		Hourly Inspection Rate

<b>FEE SCHEDULE STANDARD HOURLY RATES</b>	<b>TABLE 1A-D</b>
Plan Review	\$173.91 per hour
Inspection	\$158.10 per hour
OSHPD Inspection	\$167.40 per hour
Administration	\$96.72 per hour
Minimum Charge for 30 Minutes or Less	\$48.36

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## FEE SCHEDULE SPECIALTY PERMIT

CITY AND COUNTY OF SAN FRANCISCO  
1660 MISSION STREET, SAN FRANCISCO, CA 94103  
PHONE: (415) 558-6088 FAX: (415) 558-6401 [www.sfdbi.org](http://www.sfdbi.org)  
October 2015

**TABLE  
1A-F**

The following fees are effective on and after  
**October 19, 2015**

Bleachers Permit Fee:	See Table 1A-A for New Construction Fees
Chimney and Flue Permit Fee:	See Table 1A-A for New Construction Fees
Demolition Permit Fee:	See Table 1A-A for New Construction Fees
Extra Permit Work: (exceeding scope)	Two times the standard fees for work remaining to be done or not covered in original permit scope
Garage Door Permit Fee:	
Each garage door in an existing building	\$148.80
Grading Permit Fee:	See Table 1A-A for New Construction Fees
House Moving Permit Fee:	Standard Hourly Inspection Rate – Minimum Three Hours
Recommencement of Work Not Completed:	Standard Inspection Fee per Table 1A-G; See also Table 1A-B – Commencement of Work Not Started
Re-roofing Permit Fee:	\$148.80 for Single-Family Homes and duplexes  \$223.20 for all others.
Strong Motion Instrumentation Program Fee:	
Group R Occupancies of 3 stories or less, except hotels and motels	0.00013 times the valuation
Hotels and motels, all buildings greater than 3 stories, all occupancies other than Group R	0.00024 times the valuation
Minimum Fee	\$1.60
Subsidewalk Construction Permit Fee:	
Construction	See Table 1A-A for New Construction Fees
Construction of impervious surface in the required front and setback area	\$148.80

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**FEE SCHEDULE  
ELECTRICAL PERMIT  
ISSUANCE AND INSPECTION**

CITY AND COUNTY OF SAN FRANCISCO  
1660 MISSION STREET, SAN FRANCISCO, CA 94103  
PHONE: (415) 558-6088 FAX: (415) 558-6401 [www.sfdbi.org](http://www.sfdbi.org)  
October 2015

**TABLE  
1A-E**

The following fees apply to all permits issued on and after **October 19, 2015**.

Permit applicants are required to itemize the proposed scope of work and select the appropriate category and fee amount.

Separate permits are required for each structure, condominium unit, existing dwelling unit (except in R3 occupancies), common area, commercial office floor or individual tenant space.

Standard hourly permit issuance and inspection rates shall apply for installations not covered by this fee schedule.

Fees shall be paid in full prior to obtaining: occupancy approval, job card signature, permission to energize, or final sign-off, as applicable.

For the purpose of fee calculation: appliances and utilization equipment each count as one outlet or device in addition to receptacles, switches, and light outlets.

All permit fees related to reviewing the installation of pedestrian level lighting are hereby waived for any permit issued for such activities for Small Business Enterprises during the month of May. For purposes of this Section, a Small Business Enterprise shall be a business that has 100 or fewer employees. The Planning Department and the Department of Building Inspection shall establish process by which those two departments will certify that an applicant is a Small Business Enterprise for the purpose of this Section and Section 355 of the Planning Code.

See Table 1A-R for refund policy.

See Table 1A-J for permit extensions.

<b>Category 1</b>	
<b>General Wiring: Residential Buildings up to 10,000 sq. ft.</b>	
Up to 10 outlets and/or devices (1 inspection)	\$148.80
11 to 20 outlets and/or devices (up to 2 inspections)	\$223.20
Up to 40 outlets and/or devices, includes up to 200 Amp service upgrade (up to 3 inspections)	\$279.00
More than 40 outlets and/or devices (up to 4 inspections)	\$390.60
Buildings of 5,000 to 10,000 sq. ft. area (up to 5 inspections)	\$558.00

<b>Category 2</b>	
<b>General Wiring: Nonresidential Buildings &amp; Residential Buildings over 10,000 sq. ft.</b>	
Up to 5 outlets and/or devices (up to 2 inspections)	\$223.20
6 to 20 outlets and/or devices (up to 3 inspections)	\$334.80
Areas up to 2,500 sq. ft. (up to 4 inspections)	\$446.40*



2,501 to 5,000 sq. ft. (up to 6 inspections)	\$669.60*
5,001 to 10,000 sq. ft. (up to 8 inspections)	\$1,116.00*
10,001 to 30,000 sq. ft. (up to 12 inspections)	\$2,232.00*
30,001 to 50,000 sq. ft. (up to 18 inspections)	\$4,464.00*
50,001 to 100,000 sq. ft. (up to 24 inspections)	\$6,696.00*
100,001 to 500,000 sq. ft. (up to 48 inspections)	\$13,392.00*
500,001 to 1,000,000 sq. ft. (up to 120 inspections)	\$30,132.00*
1,000,000 sq. ft. or more (up to 240 inspections)	\$60,264.00*
*Includes Category 3 & 4 installations in new buildings or major remodel work.	

<b>Category 3</b> <b>Service Distribution and Utilization Equipment Includes: Generators, UPS, Transformers and Fire Pumps (Use Category 3 for installations separate from the scope of work in Categories 1 or 2) (includes 2 inspections)</b>	
225 amps rating or less	\$223.20
250 to 500 amps	\$334.80
600 to 1000 amps	\$446.40
1,200 to 2,000 amps	\$669.60
More than 2,000 amps	\$892.80
600 volts or more	\$892.80
150 kva rating or less	\$223.20
151 kva or more	\$334.80
Fire Pump Installations	\$446.40

<b>Category 4</b> <b>Installation of Fire Warning and Controlled Devices (Use Category 4 for installations separate from the scope of work in Categories 1 or 2)</b>	
Up to 2,500 sq. ft. (up to 2 inspections)	\$223.20
2,501 to 5,000 sq. ft. (up to 3 inspections)	\$334.80
5,001 to 10,000 sq. ft. (up to 6 inspections)	\$669.60
10,001 to 30,000 sq. ft. (up to 8 inspections)	\$1,116.00
30,001 to 50,000 sq. ft. (up to 12 inspections)	\$2,232.00
50,001 to 100,000 sq. ft. (up to 18 inspections)	\$4,464.00
100,001 to 500,000 sq. ft. (up to 24 inspections)	\$6,696.00
500,001 to 1,000,000 sq. ft. (up to 60 inspections)	\$15,066.00
More than 1,000,000 sq. ft. (up to 120 inspections)	\$30,132.00



<b>Fire Warning and Controlled Devices (Retrofit Systems)</b>	
Buildings of not more than 6 dwelling units (up to 2 inspections)	\$334.80
Buildings of not more than 12 dwelling units (up to 3 inspections)	\$446.40
Buildings with more than 12 dwelling units and non-residential occupancy – Building up to 3 floors (up to 4 inspections)	\$669.60
4 – 9 floors (up to 8 inspections)	\$1,339.20
10 – 20 floors (up to 12 inspections)	\$2,232.00
21 – 30 floors (up to 18 inspections)	\$4,464.00
More than 30 floors (up to 24 inspections)	\$6,696.00

<b>Category 5 Miscellaneous Installations</b>	
Remodel/Upgrade of Existing Hotel Guest/SRO Rooms – Up to 6 rooms (up to 3 inspections)	\$279.00
Each additional group of 3 rooms	\$139.50
Data Communications, and Wireless Systems 10 cables or less	Exempt
11 to 500 cables (1 inspection)	\$158.10
Each additional group of 100 cables	\$23.25
Security Systems, up to 10 components or less (1 inspection)	\$158.10
Each additional group of 10 components	\$9.30
Includes installations and devices that interface with life safety systems; excludes installations in R3 Occupancies	
Office Workstations, up to 5 or less (1 inspection)	\$158.10
Each additional group of 10 workstations	\$46.50
Temporary Exhibition Wiring, 1 to 100 booths (1 inspection)	\$223.20
Each additional group of 10 booths	\$23.25
Exterior Electrical Sign (1 inspection)	\$158.10
Interior Electrical Sign (1 inspection)	\$158.10
Each Additional Sign, at the same address	\$37.20
Garage Door Operator (Requiring receptacle installation) (1 inspection)	\$158.10
Quarterly Permits	\$348.75
Maximum five outlets in any one location (1 inspection)	

Survey, per hour or fraction thereof	\$158.10
Survey, Research, and Report preparation, per hour or fraction thereof	\$279.00
Witness Testing: life safety, fire warning, emergency, and energy management systems	
Hourly Rate	\$158.10
Additional hourly rate	\$158.10
Off-hour inspections: Two hour minimum	\$316.20
Additional off-hourly rate	\$237.15
Energy Management, HVAC Controls, and Low-Voltage Wiring Systems	
1 – 10 floors (3 inspections)	\$446.40
Each additional floor	\$46.50
Solar Photovoltaic Systems	
10 KW rating or less	\$158.10
Each additional 10 KW (up to 2 inspections)	\$93.00
Standard Hourly Inspection Rate	See Table 1-A-D
<b>Standard Inspection Fees</b>	
For each inspection, re-inspection or additional inspection required, per SFBC Section 108A.8	See Table 1-A-D
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## FEE SCHEDULE SIGN PERMIT FEES

CITY AND COUNTY OF SAN FRANCISCO  
1660 MISSION STREET, SAN FRANCISCO, CA 94103  
PHONE: (415) 558-6088 FAX: (415) 558-6041 [www.sfdbi.org](http://www.sfdbi.org)  
October 2015

**TABLE  
1A-H**

**Effective October 19, 2015**

Non-electric and electric sign permit fee	See Table 1A-A for New Construction Fees
Required electrical sign permits and inspections	See Table 1A-E

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# **FEE SCHEDULE** **INSPECTIONS, SURVEYS AND REPORTS**

CITY AND COUNTY OF SAN FRANCISCO  
 1660 MISSION STREET, SAN FRANCISCO, CA 94103  
 PHONE: (415) 558-6088 FAX: (415) 558-6401 [www.sfdbi.org](http://www.sfdbi.org)  
 October 2015

**TABLE**  
**1A-G**

**Effective October 19, 2015**

Standard Hourly Rate	See Table 1A-D
Off-hours inspection	Standard Hourly Inspection Rate – Minimum Two Hours plus Permit Fee
Pre-application inspection	Standard Hourly Inspection Rate – Minimum Two Hours
Re-inspection Fee	Standard Hourly Inspection Rate
Report of residential records (3R)	\$148.80
Survey of nonresidential buildings:	Standard Hourly Inspection Rate – Minimum Two Hours
Survey of residential buildings for any purpose or Condo Conversions:	
Single unit	\$1,627.50
Two to four units	\$2,139.00
Five or more units	\$2,139.00 plus Standard Hourly Inspection Rate
Hotels:	
Includes 10 guest rooms	\$1,627.50
11+ guest rooms	\$2,139.00 plus \$39.53 per guest room over 11
Temporary Certificate of Occupancy	Standard Hourly Inspection Rate – Minimum Two Hours

<b>FEE SCHEDULE</b> <b>STANDARD HOURLY RATES</b>		<b>TABLE</b> <b>1A-D</b>
Plan Review		\$173.91 per hour
Inspection		\$158.10 per hour, \$167.40 per hour for OSHPD inspection
Administration		\$96.72 per hour, with a minimum charge of \$48.36 for 30 minutes or less

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# FEE SCHEDULE PENALTIES, HEARINGS, CODE ENFORCEMENT ASSESSMENTS

CITY AND COUNTY OF SAN FRANCISCO  
1660 MISSION STREET, SAN FRANCISCO, CA 94103  
PHONE: (415) 558-6088 FAX: (415) 558-6041 [www.sfdbi.org](http://www.sfdbi.org)  
October 2015

**TABLE  
1A-K**

**Effective October 19, 2015**

1.	Abatement Appeals Board Hearing, Filing Fee	\$158.10 per case
2.	Board of Examiners Filing Fees:	
	Each appeal for variance from interpretation requirements	Standard Hourly Plan Review Rate – Minimum Two Hours
	Each appeal for approval of substitute materials construction or methods of construction	Standard Hourly Plan Review Rate – Minimum Two Hours
3.	Building Official's Abatement Order Hearing	Standard Hourly Plan Review Rate – Minimum Two Hours
4.	Emergency Order	Standard Hourly Plan Review Rate – Minimum Four Hours
5.	Exceeding the scope of approved permit	Two times the Permit Issuance fee
6.	Access Appeals Commission:	
	Filing Fee	Standard Hourly Plan Review Rate – Minimum Two Hours
	Request for Rehearing	Standard Hourly Plan Review Rate – Minimum Two Hours
7.	Lien recordation charges	\$173.91 or 10% of the amount of the unpaid balance, including interest, whichever is greater.
8.	Work without permit: Investigation Fee:	
	Building, Electrical, Plumbing or Mechanical Code Violations	Nine times the Permit Issuance Fee plus the original permit fee
9.	Building Inspection Commission Hearing Fees:	
	Notice of Appeal	Standard Hourly Plan Review Rate – Minimum Four Hours per appeal
	Request for Jurisdiction	Standard Hourly Plan Review Rate – Minimum Four Hours per appeal
	Request for Rehearing	Standard Hourly Plan Review Rate – Minimum Two Hours per appeal
10.	Additional Hearings required by Code	Standard Hourly Plan Review Rate – Minimum Four Hours
11.	Violation monitoring fee (in-house)	Standard Administration Hourly Rate – Minimum One-Half Hour Monthly

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FEE SCHEDULE STANDARD HOURLY RATES		TABLE 1A-D
Plan Review		\$173.91 per hour
Inspection		\$158.10 per hour, \$167.40 per hour for OSHPD inspection
Administration		\$96.72 per hour, with a minimum charge of \$48.36 for 30 minutes or less





## FEE SCHEDULE MISCELLANEOUS FEES

CITY AND COUNTY OF SAN FRANCISCO  
1660 MISSION STREET, SAN FRANCISCO, CA 94103  
PHONE: (415) 558-6088 FAX: (415) 558-6041 [www.sfdbi.org](http://www.sfdbi.org)  
October 2015

**TABLE  
1A-J**

**Effective October 19, 2015**

1. Central Permit Bureau Processing Fee for Miscellaneous Permits from other disciplines	Standard Administration Hourly Rate – Minimum One-Half Hour
2. Building Numbers <sup>1</sup> (each entrance)	\$96.72 New Addresses \$195.30 Change of Existing Address or Lot Number
3. Extension of Time: application cancellation and permit expiration:	
Each application extension (in Plan Review)	\$148.80 plus 20% of All Plan Review Fees
Each permit extension	\$148.80 plus 10% of All Permit Issuance Fees
4. Product approvals:	
General approval - initial or reinstatement	Standard Hourly Plan Review Rate – Minimum Three Hours
General approval - modification or revision	Standard Hourly Plan Review Rate – Minimum Three Hours
General approval - biannual renewal	Standard Hourly Plan Review Rate – Minimum Three Hours
5. California Building Standards Commission Fee	Pursuant to the provisions of California Health and Safety Code Sections 18930.5, 18931.6, 18931.7 and 18938.39.
6. Vacant building – Initial and annual registration fee	Standard Inspection Hourly Rate – Minimum Four and One-Half Hours

<sup>1</sup> Building Numbers: Every person shall obtain an official street number assignment at the time the person files a permit application or establishes a new parcel and shall place the numbers so assigned on the building in such a position that the number is easily visible to approaching emergency vehicles.

FEE SCHEDULE STANDARD HOURLY RATES		TABLE 1A-D
Plan Review		\$173.91 per hour
Inspection		\$158.10 per hour, \$167.40 per hour for OSHPD inspection
Administration		\$96.72 per hour, with a minimum charge of \$48.36 for 30 minutes or less

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## FEE SCHEDULE BOILER FEES

CITY AND COUNTY OF SAN FRANCISCO  
1660 MISSION STREET, SAN FRANCISCO, CA 94103  
PHONE: (415) 558-6088 FAX: (415) 558-6041 [www.sfdbi.org](http://www.sfdbi.org)  
October 2015

**TABLE  
1A-M**

**Effective October 19, 2015**

Permit to install or replace	See Table 1A-C – Category 8
Permit to operate (certificate issued)	Standard Administration Hourly Rate – Minimum One-Half Hour
Renew permit to operate (certificate issued)	Standard Administration Hourly Rate – Minimum One-Half Hour
Replacement of issued permit to operate	Standard Administration Hourly Rate – Minimum One-Half Hour
Connection to utility company provided steam (includes permit to operate)	Standard Administration Hourly Rate – Minimum One-Half Hour
Boiler Maintenance Program	\$48.36
Permit to install or replace	See Table 1A-C – Category 8
Permit to operate (certificate issued)	Standard Administration Hourly Rate – Minimum One-Half Hour
Renew permit to operate (certificate issued)	Standard Administration Hourly Rate – Minimum One-Half Hour
Replacement of issued permit to operate	Standard Administration Hourly Rate – Minimum One-Half Hour
Renewal Required:	
1. Low-pressure boilers every 12 months. (See definition of low-pressure boilers in Chapter 2.)	
2. Water heaters when alteration or replacement permits are issued.	

FEE SCHEDULE STANDARD HOURLY RATES		TABLE 1A-D
Plan Review		\$173.91 per hour
Inspection		\$158.10 per hour, \$167.40 per hour for OSHPD inspection
Administration		\$96.72 per hour, with a minimum charge of \$48.36 for 30 minutes or less

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## FEE SCHEDULE PUBLIC INFORMATION

CITY AND COUNTY OF SAN FRANCISCO  
1660 MISSION STREET, SAN FRANCISCO, CA 94103  
PHONE: (415) 558-6088 FAX: (415) 558-6041 [www.sfdbi.org](http://www.sfdbi.org)  
October 2015

**TABLE  
1A-L  
(1 of 2)**

**Effective October 19, 2015**

### Public notification and record keeping fees:

Structural addition notice	
Affidavit record maintenance	
Posting of notices (change of use)	
Requesting notice of permit issuance (each address) per year	
30-inch by 30-inch (762 mm by 762 mm) sign	
Demolition:	\$96.72
Notice of application and permit issuance by area/interested parties: 1 area (1 area = 2 square blocks)	
Notices:	
300-foot (91.44 m) notification letters	
Residential tenants notification	

## FEE SCHEDULE STANDARD HOURLY RATES

**TABLE  
1A-D**

Plan Review	\$173.91 per hour
Inspection	\$158.10 per hour, \$167.40 per hour for OSHPD inspection
Administration	\$96.72 per hour, with a minimum charge of \$48.36 for 30 minutes or less

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**FEE SCHEDULE  
PUBLIC INFORMATION  
REPRODUCTION AND DISSEMINATION**

CITY AND COUNTY OF SAN FRANCISCO  
1660 MISSION STREET, SAN FRANCISCO, CA 94103  
PHONE: (415) 558-6088 FAX: (415) 558-6041 [www.sfdbi.org](http://www.sfdbi.org)  
October 2015

**TABLE  
1A-L  
(2 of 2)**

**Effective October 19, 2015**

Reproduction and dissemination of public information:	
Certification of copies:	
1 to 10 pages	\$15.00
Each additional 10 pages or fraction thereof	\$3.50
Electrostatic reproduction:	
Each page photocopy	\$0.10
35mm duplicards from microfilm rolls (Diaz card)	\$3.50
Hard copy prints:	
8 ½ inch by 11 inch copy from microfilm roll	\$0.10
11 inch by 17 inch copy of plans	\$0.10
8 ½ inch by 11 inch copy from aperture cards or from electronic copies of building records	\$0.10
Minimum microfilm reproduction charge	\$0.10
Records Retention Fee (per page of plans)	\$0.10

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## FEE SCHEDULE ENERGY CONSERVATION

CITY AND COUNTY OF SAN FRANCISCO  
1660 MISSION STREET, SAN FRANCISCO, CA 94103  
PHONE: (415) 558-6088 FAX: (415) 558-6041 [www.sfdbi.org](http://www.sfdbi.org)  
October 2015

TABLE  
1A-N

Effective October 19, 2015

	Initial Inspection	Compliance Inspection
Single-family dwellings and two family dwellings	\$158.10	\$79.05
Apartment houses and residential hotels:		
Up to 20 rooms	\$237.15	\$118.58
Each additional 10 rooms or portion thereof	\$79.05	\$48.36
Energy reports and certificates		\$48.36
Filing fee for appeals		\$96.72
Certification of qualified energy inspector		\$186.00

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alternative format, contact (415) 558-6088 or [DBICustomerService@sfgov.org](mailto:DBICustomerService@sfgov.org)



## FEE SCHEDULE RESIDENTIAL CODE ENFORCEMENT & LICENSE FEES

CITY AND COUNTY OF SAN FRANCISCO  
1660 MISSION STREET, SAN FRANCISCO, CA 94103  
PHONE: (415) 558-6088 FAX: (415) 558-6041 [www.sfdbi.org](http://www.sfdbi.org)  
October 2015

TABLE  
1A-P

Effective October 19, 2015

1. One and Two family dwelling unit fees	\$52.00 per rental unit
2. Apartment house license fees:	
Apartment houses of 3 to 12 units	\$326.00 per annum
Apartment houses of 13 to 30 units	\$488.00 per annum
Apartment houses of more than 30 units	\$488.00 and \$55.00 for each additional 10 units or portion thereof
3. Hotel license fees:	
Hotels of 6 to 29 rooms	\$256.00 per annum
Hotels of 30 to 59 rooms	\$470.00 per annum
Hotels of 60 to 149 rooms	\$584.00 per annum
Hotels of 150 to 200 rooms	\$660.00 per annum
Hotels of more than 200 rooms	\$660.00 and \$55.00 for each additional 25 rooms or portion thereof

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# **FEE SCHEDULE** **HOTEL CONVERSION ORDINANCE FEES**

CITY AND COUNTY OF SAN FRANCISCO  
 1660 MISSION STREET, SAN FRANCISCO, CA 94103  
 PHONE: (415) 558-6088 FAX: (415) 558-6041 [www.sfdbi.org](http://www.sfdbi.org)  
 October 2015

**TABLE**  
**1A-Q**

**Effective October 19, 2015**

Annual unit usage report	\$96.72
1. Appeal of initial or annual status determination:	Standard Inspection Hourly Rate pursuant to Section 110A of this code shall apply for Department Inspector's work on such request plus fees for Hearing Officer
2. Challenge to claims of exemption:	
Usage report	\$48.36
Claim of exemption based on low-income housing	\$316.20
Claim of exemption based on partially completed conversion	\$474.30
3. Complaint or unlawful conversion	\$48.36
Determination by Department of Real Estate and cost of independent appraisals	Actual costs
4. Initial unit usage report	\$316.20
5. Permit to convert	\$474.30
6. Request for hearing to exceed 25% tourist season rental limit:	
Inspection staff review	Standard Inspection Hourly Rate
Statement of exemption – Hearing Officer Fee	\$316.20
7. Unsuccessful challenge:	
Usage report:	
Inspection staff review	Standard Inspection Hourly Rate
Statement of exemption – Hearing Officer Fee	\$316.20
Request for winter rental:	
Standard Hourly Inspection Fee	Standard Inspection Hourly Rate

## **FEE SCHEDULE** **STANDARD HOURLY RATES**

**TABLE**  
**1A-D**

Plan Review	\$173.91 per hour
Inspection	\$158.10 per hour, \$167.40 per hour for OSHPD inspection
Administration	\$96.72 per hour, with a minimum charge of \$48.36 for 30 minutes or less

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## FEE SCHEDULE REFUNDS

CITY AND COUNTY OF SAN FRANCISCO  
1660 MISSION STREET, SAN FRANCISCO, CA 94103  
PHONE: (415) 558-6088 FAX: (415) 558-6041 [www.sfdbi.org](http://www.sfdbi.org)  
October 2015

TABLE  
1A-R

Effective October 19, 2015

Partial or complete refunds of only those fees contained herein will be given, provided the applicant meets the refund requirements of the applicable section of the code.

When no work has been done and the project has been abandoned or the permit expired, the building issuance fee paid shall be refunded upon written request of the owner when such request is made within six months of permit expiration.

1. Application or Permit Issuance Fee:	
Building, Plumbing, Electrical or Mechanical Permit Issuance Fee	Amount paid less \$160.00 or actual costs, whichever is greater. No refunds given after work started.
2. Plan Review Fees (each)	Amount determined by the Building Official less \$160.00.
	No refund due after application deemed acceptable for Department of Building Inspection Plan Review.
3. Miscellaneous Fees:	Amount paid less \$52.00 No refunds for less than \$52.00

No existing permittee who paid a fee under the fee schedules in effect at the time the fee was paid shall be eligible for a refund or subject to a fee reassessment as a result of an amendment to the fee schedules. If the Building Official determines that an error has been made in the assessment of fees, a refund for the portion determined to be in error may be made upon written request by the applicant.

This worksheet is for informational purposes only. Additional fees may apply to your building permit. This information is available in alternative formats for persons with disabilities. To request this fee schedule in alternative format, contact (415) 558-6088 or [DBICustomerService@sfgov.org](mailto:DBICustomerService@sfgov.org)



**FEE SCHEDULE**  
**UNREINFORCED MASONRY BEARING**  
**WALL BUILDING RETROFIT**

CITY AND COUNTY OF SAN FRANCISCO  
 1660 MISSION STREET, SAN FRANCISCO, CA 94103  
 PHONE: (415) 558-6088 FAX: (415) 558-6041 [www.sfdbi.org](http://www.sfdbi.org)  
 October 2015

**TABLE**  
**1A-S**

**Effective October 19, 2015**

Review of Inventory Form (Section 1604B.2.1)	Standard Plan Review Hourly Rate – Minimum Two Hours
Review of summary of the engineering report (Section 1604B.2.3)	Standard Plan Review Hourly Rate – Minimum Two Hours
Board of Examiners Filing Fees (Section 105A7.4):	Standard Plan Review Hourly Rate – Minimum Two Hours
Each appeal for a variance from or interpretation of code requirements	Standard Plan Review Hourly Rate – Minimum Four Hours
Each appeal for the approval of substitute materials or methods of design or construction (Section 105A.7.3)	Standard Plan Review Hourly Rate – Minimum Two Hours

<b>FEE SCHEDULE</b> <b>STANDARD HOURLY RATES</b>		<b>TABLE</b> <b>1A-D</b>
Plan Review		\$173.91 per hour
Inspection		\$158.10 per hour, \$167.40 per hour for OSHPD inspection
Administration		\$96.72 per hour, with a minimum charge of \$48.36 for 30 minutes or less

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# Budget Form 2C: Fee Cost Recovery

PLEASE FILL OUT HIGHLIGHTED AREAS AND PROVIDE A DETAILED DESCRIPTION OF THE SERVICE

DEPARTMENT: Department of Building Inspection

Fee Name:	N/A	Department Providing Service:	Department ABC
PS Department of Proposed Revenue:	XXXXXX	Fee Administrator:	Jane Smart
PS Fund of Proposed Revenue:	XXXXXX	Code Authorization/	
PS Authority of Proposed Revenue:	XXXXXX	Proposed Fee Ordinance/File No:	Admin Code Section X.X
PS Project of Proposed Revenue:	XXXXXXXXXX		
PS Activity of Proposed Revenue:	XXXX	Proposed Fee (FY 2021-22):	\$ - (1)
PS Account of Proposed Revenue:	XXXXXX	Proposed Fee (FY 2020-21):	\$ - (2)
		Current Fee (FY 2019-20):	\$ - (3)

Fee Status (New/Modified): New  
Fee Status (New/Modified): New

## Detailed Service Description:

Please provide description of service

Proposed Fee (FY 2021-22):	\$ -	FY 2021-22 Proposed Fee Increase/Decrease:	\$ -
Proposed Fee (FY 2020-21):	\$ -	FY 2021-22 % Proposed Fee Change from FY 2020-21 Fee:	#DIV/0!
Current Fee (FY 2019-20):	\$ -	FY 2020-21 Proposed Fee Increase/Decrease:	\$ -
		FY 2020-21 % Proposed Fee Change from Current Fee:	#DIV/0!

Fee Prior to Current:	\$ 38.00	Fiscal Year of Prior Fee Change:	2010-11
Current Fee Increase/Decrease from Prior Fee:	\$ (38.00)	% Current Fee Change from Prior Fee:	-100.00%

FY2020-21			
ESTIMATED REVENUE DERIVED FROM SERVICE		ESTIMATED COSTS TO PROVIDE SERVICE - USE WORKSHEET 20-21, BELOW	
A	Quantity Estimated (# of Units of Service Provided)	5,000	
B	Fee per Unit (Proposed)	\$ -	
C	FY 2020-21 Revenue Budgeted (A x B)	\$ -	
G	FY 2020-21 Revenue Recovery Rate (C/F):	0.00%	
H	Required Fee For 100% Cost Recovery (F/A):	3.00	
I	Over (+) or Under (-) 100% Cost Recovery (B-H):	(\$3.00)	
J	FY 2020-21 Estimated Revenue [(2) x A]:	\$ -	
K	FY 2019-20 Estimated Revenue [(3) x A]:	\$ -	
L	FY 2010-21 Estimated Revenue Increase/Decrease Based on Proposed Fee [J - K]:	\$ -	

FY2021-22			
ESTIMATED REVENUE DERIVED FROM SERVICE		ESTIMATED COSTS TO PROVIDE SERVICE - USE WORKSHEET 21-22, BELOW	
A	Quantity Estimated (# of Units of Service Provided)	5,000	
B	Fee per Unit (Proposed)	\$ -	
C	FY 2021-22 Revenue Budgeted (A x B)	\$ -	
G	FY 2021-22 Revenue Recovery Rate (C/F):	#DIV/0!	
H	Required Fee For 100% Cost Recovery (F/A):	\$ -	
I	Over (+) or Under (-) 100% Cost Recovery (B-H):	\$0.00	
J	FY 2021-22 Estimated Revenue [(1) x A]:	\$ -	
K	FY 2020-21 Estimated Revenue [(2) x A]:	\$ -	
L	FY 2021-22 Estimated Revenue Increase/Decrease Based on Proposed Fee [J - K]:	\$ -	

## Worksheet 20-21

### Estimated Costs Worksheet FY 2020-21

#### Direct Costs

##### Labor and Benefits

Please use the worksheet below to list all job classes necessary to support the services provided. Add rows if necessary.

Please also provide a description of the work and the estimated hours for each job class required to perform each unit of service

Job Class	Job Class Title	Description of Work	Hours per Unit of Service
1234	Test	Processes Payment	1.20

Please fill out the Salary and Benefits Amount per FTE column

Job Class	Job Class Title	Salary and Benefits Amount per FTE	Hours Worked	Hourly Rate	Salary and Benefits Amount
1234	Test		0.0	\$0.00	\$0.00
0	0		0.0	\$0.00	\$0.00
0	0		0.0	\$0.00	\$0.00
0	0		0.0	\$0.00	\$0.00
Total:					\$0.00

Space Rental Equivalent		Please list and describe the costs of space/facility rental necessary to support the services provided. Add rows as necessary. Ensure that the 'Total' includes the sum of all rows with cost information.
Cost	Description	
1	15000 Payment facility	
2		
3		
Total:		\$15,000.00

Materials and Supplies		Please list and describe the costs of space/facility rental necessary to support the services provided. Add rows as necessary. Ensure that the 'Total' includes the sum of all rows with cost information.
Cost	Description	
1		
2		
3		
Total:		\$0.00

Other Costs		Please list and describe the costs of space/facility rental necessary to support the services provided. Add rows as necessary. Ensure that the 'Total' includes the sum of all rows with cost information.
Cost	Description	
1		
2		
3		
Total:		\$0.00

### Indirect Costs

Rate	Source
20.0%	Please provide supporting documentation for how Departmental overhead rate was derived.

## Estimated Costs Worksheet FY 2021-22

### Direct Costs

**Labor and Benefits**

Please use the worksheet below to list all job classes necessary to support the services provided. Add rows if necessary.

Please also provide a description of the work and the estimated hours for each job class required to perform each unit of service

JobClasses	Job Class Title	Description of Work	Hours per Unit of Service

Please fill out the Salary and Benefits Amount per FTE column

Job Class	Job Class Title	Salary and Benefits Amount per FTE	Hours Worked	Hourly Rate	Salary and Benefits Amount
0	0		0.0	\$0.00	\$0.00
0	0		0.0	\$0.00	\$0.00
0	0		0.0	\$0.00	\$0.00
0	0		0.0	\$0.00	\$0.00
Total:					\$0.00

Space Rental Equivalent		Please list and describe the costs of space/facility rental necessary to support the services provided. Add rows as necessary. Ensure that the 'Total' includes the sum of all rows with cost information.
Cost	Description	
1		
2		
3		
Total:		\$0.00

Materials and Supplies		Please list and describe the costs of space/facility rental necessary to support the services provided. Add rows as necessary. Ensure that the 'Total' includes the sum of all rows with cost information.
Cost	Description	
1		
2		
3		
Total:		\$0.00

Other Costs		Please list and describe the costs of space/facility rental necessary to support the services provided. Add rows as necessary. Ensure that the 'Total' includes the sum of all rows with cost information.
Cost	Description	
1		
2		
3		
Total:		\$0.00

### Indirect Costs

Rate	Source
	Please provide supporting documentation for how Departmental overhead rate was derived.











[illegible]





**BUDGET FORM 4A: All equipment funded, including vehicles, during last year's budget process**  
 List all equipment already reviewed and approved by the Mayor's Budget Office, the Budget and Legislative Analyst, and the Board of Supervisors. Copy and paste from an equipment report (IS-10.003) the equipment number, title, units, and amount for FY 2020-21.  
 For replacement vehicles, please list additional information on the vehicle being replaced.

[illegible]

Departments that are making General Fund equipment requests should complete this form.  
Do not load General Fund equipment requests in the budget system - they will be loaded centrally in Mayor phase.  
Equipment numbers will be finalized after the Mayor's Budget Office determines citywide equipment allocations.  
Where applicable, include installation/outfitting costs in the same line item budget request in the tables below.

**Equipment Numbers:** First two characters are two-letter code for department, next two are second half of fiscal year (i.e. 21), last to are sequencing numbers (i.e. 01, 02)

[illegible]

BUDGET FORM 4C: Fleet Requests  
SERADYNENT.

Equipment Numbers: First two characters are two-letter code for department, next two are second half of fiscal year (i.e. 21), last two are sequencing numbers (i.e. 02, 02)

(70)

NOTE: The Office of Contract Administration, Purchasing Division, is currently in the process of making new alternative fuel vehicle purchase term contracts available for departments. The following is the status of each, as of December 15, 2015. For police pursuit vehicles a new contract award & execution is expected by early Jan 2020. For alternative fuel vehicles a new contract award & execution is expected by early Jan 2020. For pickup trucks, SUVs, and vans, T127503 is active until the end of Jan 2020. A new contract award & execution is expected by the end of Feb 2020. For short-bed pickup trucks, T127503-3 is active until the end of Jan 2020, a new contract award & execution is expected by the end of Feb 2020.

[illegible]